DOCUMENT RESUME

ED 162 096 CE 018 202

TITLE	Women in the Labor Force: 1978.
INSTITUTION	Mississippi Employment Security Commission, Jackson. Dept. of Research & Statistics.
PUB DATE	[78]
NOTE	33p.
EDRS PRICE	MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS	Affirmative Action; Age; Career Opportunities; Census Figures; Civil Rights; Economic Factors; Employment Opportunities; Employment Patterns; *Employment Trends; *Equal Opportunities (Jobs); Federal Legislation; Females; *Job Market; Job Search Methods; *Labor Demands; *Labor Force; Labor Supply; Occupational Aspiration; Racial Composition; Sex (Characteristics); Sex Discrimination; Unemployment; Unemployment Insurance; Wages; *Working Women
IDENTIFIERS	Civil Rights Act 1964; Equal Pay Act 1963; Mississippi; United States

ABSTRACT

There has been a rapid increase in Mississippi women's participation in the labor force, but female participation still lags behind male participation. The 1960s witnessed dramatic increases in younger women's participation. The trend is expected to continue into the late 1970s. Annual 1977 averages showed women made up almost 40% of Mississippi's labor force. The 1977 unemployment insurance data reveals most women claimants are between twenty-two and thirty-nine. Less than one in four was hard core (fifteen weeks or longer) unemployed. Two pieces of legislation have addressed women's employment rights: the 1964 Civil Rights Act, which created the Equal Employment Commission to establish sex discrimination guidelines and the 1963 Equal Pay Act to prohibit pay discrimination because of sex. Despite Affirmative Action programs, most women have remained in traditional occupational categories (e.g., clerical and service work). There will be over 466,000 available openings in Mississippi during the 1975-1985 period. White-collar jobs will account for about 42% of openings, blue-collar occupations 38%, service workers 14%, and farm workers 5%. The projected needs of the following occupations have been analyzed: professional, technical, managers/administrators, sales workers, clerical, crafts, operatives, service workers, laborers, and farmers/farm workers. (CSS)

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WOMEN in the LABOR FORCE

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MISSISSIPPI EMPLOYMENT SECURITY COMMISSION

RESEARCH & STATISTICS DEPARTMENT

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INTRODUCTION

In recent years an increasing amount of attention has been focused on the relationship of women to the world of work. Changing socio-economic patterns have thrust more and more women into the mainstream of our labor force. The purpose of this publication will be to provide current data on females in the labor force and to present employment, career, and economic information of value to women. It will be published on an annual basis. Any comments or suggestions which may enhance future editions will be welcomed.

LABOR FORCE PARTICIPATION

The proportion of Mississippi women aged 16 and over who work, which was 39.3 and 39.8 percent for whites and nonwhites respectively in 1970, is expected to increase to 48.5 and 42.3 percent during Fiscal Year 1979. The rapid increase in women's participation in the labor force has had a tremendous effect on the size and composition of the working populace. The causes for the increase in female employment are manifold. Economic necessity is probably the number one cause, with increasingly larger numbers of women becoming heads of household and primary breadwinners for their families. Others work to simply supplement family income or pay for short term obligations such as financing college educations. Many women work to find personal fulfillment, taking advantage of changing social attitudes to broaden their experience and contribute something to society. As illustrated by Table A, female participation in the labor force is growing but still lags considerably behind the degree of participation for men.

The 1960's saw a dramatic increase in labor force participation among younger women. Projected data for 1979 confirm a continuation of this trend into the late 1970's. White women aged 16 to 17 and minority women aged 25 to 34 have shown the largest proportional increases in the rate of labor force participation since 1960. Only nonwhite females over age 65 have experienced a decline in their rate of participation. Related to these age factors is a decline in family size. The average number of children per famliy in the United States has been dropping since the mid 1960's. This decline has not been just a postponement of births; the average total number of births expected of women aged 18 to 24 during their lifetime was 3.2 in 1965,

but only 2.3 in 1972. The U.S. birth rate is now below 15 per thousand of population and could go even lower. Because of this reduction in family size, women are entering the labor force at earlier ages and remaining for longer periods of time.

MISSISSIPPI
TABLE A
PARTICIPATION RATES

WHITE

	MALE			FEMALE		
AGES	1960	1970	1979*	1960	1970	1979*
16 - 17	31.9	27.6	42.0	14.7	13.2	25.6
18 - 19	60.7	57.1	76.4	36.2	38.3	52.7
20 - 24	82.0	81.1	93.7	42.3	51.7	65.2
25 - 34	94.8	94.3	97.2	38.7	46.7	65.1
35 - 44	94.6	93.7	97.1	43.1	52.0	65.5
45 - 54	91.6	89.8	97.8	41.2	50.9	58.6
55 - 64	78.6	74.5	77.1	28.0	37.8	40.3
65 - Over	30.4	24.5	21.7	7.5	8.9	7.7
TOTAL	77.6	74.4	80.0	33.1	39.3	48.5

NONWHITE

	MALE			FEMALE		
AGES	1960	1970	1979*	1960	1970	1979*
16 - 17	32.6	15.0	22.2	14.4	8.0	14.9
18 - 19	56.2	39.7	46.4	25.1	23.8	29.3
20 - 24	80.3	69.7	77.0	38.6	46.3	51.0
25 - 34	90.3	86.7	95.6	45.3	57.1	69.1
35 - 44	91.2	86.6	95.0	49.2	55.3	61.5
45 - 54	88.8	82.3	85.0	47.8	52.9	55.2
55 - 64	77.9	68.4	69.3	36.2	38.5	40.0
65 - Over	34.6	21.7	19.2	11.5	10.9	10.0
TOTAL	71.9	59.8	64.1	36.4	39.8	42.3

*Data for 1979 are projected figures. All sex and race breakouts are derived by using 1970 Census ratios.

MISSISSIPPI
TABLE B
LABOR FORCE BY AGE, RACE, AND SEX

1977

WHITE

AGE	FEMALE LABOR FORCE	FEMALE UNEMPLOYED	FEMALE RATE	FEMALE EMPLOYED	MALE LABOR FORCE	MALE UNEMPLOYED	MALE RATE	MALE EMPLOYED
16-24	59,320	6,080	10.2	53,240	95,470	7,770	8.1	87,700
25-34	61,960	3,980	6.4	57,980	102,050	3,880	3.8	98,170
35-44	50,320	2,420	4.8	47,900	83,170	2,710	3.3	80,460
45-54	44,670	1,870	4.2	42,800	73,690	2,260	3.1	71,430
55-64	28,100	1,120	4.0	26,980	49,180	1,690	3.4	47,490
65 up	9,890	360	3.6	9,530	16,070	370	2.3	15,700
Total	254,260	15,830	6.2	238,430	419,630	18,680	4.5	400,950

NONWHITE

AGE	FEMALE LABOR FORCE	FEMALE UNEMPLOYED	FEMALE RATE	FEMALE EMPLOYED	MALE LABOR FORCE	MALE UNEMPLOYED	MALE RATE	MALE EMPLOYED
16-24	34,070	9,120	26.8	24,950	48,160	7,560	15.7	40,600
25-34	28,750	4,420	15.4	24,330	32,470	2,300	7.1	30,170
35-44	24,480	3,050	12.5	21,430	26,180	1,660	6.3	24,520
45-54	21,520	1,920	8.9	19,600	24,980	2,310	9.2	22,670
55-64	14,690	980	6.7	13,710	21,100	1,720	8.2	19,380
65 up	5,320	390	7.3	4,930	8,390	1,060	12.6	7,330
Total	128,830	19,880	15.4	108,950	161,280	16,610	10.3	144,670

LABOR FORCE OVERVIEW

Annual averages for 1977 showed over 383,000 women in Mississippi's labor force, representing nearly forty percent of the total. Females accounted for just under forty percent of the total employed and just over half of the unemployed. This imbalance created a rate of unemployment for women that was significantly higher than the rate experienced by men. Projections for Fiscal Year 1979 indicate a continuation of high rates of joblessness for women. White women under age twenty and minority race females under thirty-five are expected to experience extremely high rates of unemployment. (See Tables B and C)

High rates of unemployment can often be traced to a lack of education or training. This may have been a problem for women in years gone by, but is becoming less and less so. As more and more females have continued their education through high school and beyond, the range of jobs sought by them has grown ever wider. However, despite Affirmative Action programs designed to locate and employ females in "nontraditional" job areas, most women have remained in "traditional" occupational categories. Data for 1977 show most employed females working in those occupational groups in which women have predominated for many years--such as Clerical and Service work. National studies have indicated that many women still hold jobs below their level of ability. A significant number of college-educated females are working in nonprofessional occupations. Relatively few are found in top echelons of management or in policy making positions. (See Table D)

TABLE C

STATE OF MISSISSIPPI

NUMBER UNEMPLOYED AND UNEMPLOYMENT RATE BY RACE, SEX AND AGE

FY-1979

AGE	ALL INDIVIDUALS		MALE				FEMALE			
			WHITE		NON-WHITE		WHITE		NON-WHITE	
	No.	Rate	No.	Rate	No.	Rate	No.	Rate	No.	Rate
16-17	4460	15.5	1600	12.2	1090	22.4	810	10.7	960	29.5
18-19	7710	13.8	2450	10.3	2000	19.7	1700	10.9	1560	24.4
20-24	18090	10.8	4210	6.2	4840	15.4	3750	8.3	5290	24.1
25-34	14370	6.1	3880	3.7	2360	7.6	4030	5.5	4100	14.3
35-44	8970	4.6	2520	2.9	1660	6.3	2390	4.0	2400	10.7
45-54	8110	4.6	2310	2.8	2230	9.4	1890	3.7	1680	8.2
55-64	5370	4.5	1720	3.2	1660	8.3	1130	3.5	860	6.1
65 & Over	2120	5.7	410	2.5	1110	14.3	280	3.5	320	6.1
TOTALS	69200	6.9	19100	4.3	16950	10.9	15980	5.5	17170	14.0

TABLE D

EMPLOYED FEMALES BY OCCUPATION
MISSISSIPPI
1977*

OCCUPATIONAL GROUP	TOTAL EMPLOYED	FEMALES EMPLOYED	FEMALES AS PERCENT OF TOTAL
PROFESSIONAL & TECHNICAL	109,840	54,190	49.3
Medical & Health	16,970	10,770	63.5
Teachers	35,720	28,830	80.7
All other	57,150	14,590	25.5
MANAGERS & ADMINISTRATORS	71,440	13,200	18.5
SALES WORKERS	51,800	20,150	38.9
Retail	32,150	17,720	55.1
All other	19,650	2,430	12.4
CLERICAL WORKERS	112,520	82,680	73.5
Secretarial	28,580	27,790	97.2
All other	83,940	54,890	65.4
CRAFTS & KINDRED	122,330	6,600	5.4
OPERATIVES, EXCEPT TRANSPORT	150,920	68,770	45.6
Manufacturing	117,880	60,430	51.3
Nonmanufacturing	33,040	8,340	25.2
TRANSPORT EQUIPMENT OPERATIVES	41,080	2,780	6.8
NONFARM LABORERS	51,790	3,820	7.4
SERVICE WORKERS	87,520	55,590	63.5
Cleaning & Food Services	46,440	29,880	64.3
Protective Services	8,930	350	3.9
All other	32,150	25,360	78.9
DOMESTICS	36,610	35,780	97.7
FARM WORKERS	57,150	3,820	6.7
ALL OCCUPATIONS	893,000	347,380	38.9

* Estimate derived from application of 1970 Census ratios.

PROFILE OF THE JOBLESS FEMALE

Data compiled for 1977 on unemployment insurance claimants give us some insight into the characteristics of the jobless woman in Mississippi. These figures show that the majority (56.5 percent) of women filing unemployment claims are between the ages of twenty-two and thirty-nine. Younger women tended to represent a smaller proportion of the insured jobless than did their male counterparts. The reverse tended to be true of females forty-five years of age and older. From an occupational standpoint, it was found that the majority of out of work women came from such traditional job areas as Clerical and Sales, and Benchwork occupations. Women unemployment insurance claimants outnumbered men in five of the nine occupational fields, but accounted for just under half of the overall number of claimants. In regard to the duration of unemployment, female claimants followed nearly the same pattern as did the males. Almost a third of the jobless women were out of work for a period of four weeks or less. Some 43.7 percent of them experienced a moderate term of joblessness ranging from five to fourteen weeks. Less than one out of four ladies were counted among the hard core unemployed who had to endure unemployment lasting for fifteen weeks or longer. (See Tables E through G.)

STATE OF MISSISSIPPI
1977 ANNUAL AVERAGES

TABLE E
UI CLAIMANTS BY AGE AND SEX

	UNDER 22	22 - 39	40 - 44	45 - 54	55 - 64	OVER 64	TOTAL
MALE	5510	18800	2240	3560	2380	410	32900
Percent	16.8	57.1	6.8	10.8	7.2	1.3	100.0
FEMALE	3560	16700	2670	4160	2220	230	29540
Percent	12.1	56.5	9.0	14.1	7.5	0.8	100.0
TOTAL	9070	35500	4910	7720	4600	640	62440
Percent	14.5	56.8	7.9	12.4	7.4	1.0	100.0

TABLE F
UI CLAIMANTS BY OCCUPATION AND SEX

OCCUPATION	MALES	PERCENT OF TOTAL	FEMALES	PERCENT OF TOTAL
Professional, Technical, & Managerial	2770	45.2	3360	54.8
Clerical & Sales	2420	21.9	8640	78.1
Services	1870	23.1	6240	76.9
Farming	1140	91.2	110	8.8
Processing	750	49.0	780	51.0
Machine Trades	3380	74.9	1130	25.1
Bench Work	2320	25.3	6840	74.7
Structural Work	10460	95.7	470	4.3
Miscellaneous Work	7630	83.2	1540	16.8
TOTAL	32740	52.9	29110	47.1

NOTE: Data in above tables based on the total number of claimants in the base file who are filing under any unemployment compensation program. Numbers may not correspond to data in other tables.

TABLE G
UI CLAIMANTS BY DURATION OF UNEMPLOYMENT

	MALES	FEMALES	TOTAL
One to Four Weeks	2660	2370	5030
Percent	32.5	32.8	32.6
Five to Fourteen Weeks	3430	3160	6590
Percent	41.9	43.7	42.8
Over Fourteen Weeks	2090	1700	3790
Percent	25.6	23.5	24.6

NOTE: Data in above table is based on approximatley a ten percent sample of claimants filing for regular UI compensation through Employment Security Claims offices throughout the State. Those filing under programs other than regular UI are excluded. Numbers may not correspond to data in other tables.

CAREER OPPORTUNITIES FOR WOMEN

As a rule, women have not been encouraged to develop long range career goals for themselves. Yet, one of the prime factors in career advancement is the development of personal employment goals. Personal preferences and individual capabilities should be examined carefully and honestly. The woman career seeker should ask herself such questions as:

1. How many hours a week do I want to work?
2. Am I willing to travel or to relocate?
3. What are my strengths and weaknesses?
4. Do I need further training or education?
5. What problems am I likely to encounter?

Any career development plan should be realistic, flexible, and open to revision when necessary. The working woman can achieve self-satisfaction and fulfillment if she is willing to make a firm commitment to reaching the goals she has set for herself.

There are many factors which should be taken into consideration before making a choice of career. Personal preferences and individual skills must be weighed against labor market demands and supplies. Changes which directly influence employment needs are constantly occurring in business, industry, education, and government. These changing needs must be taken into account in making an intelligent choice of career. To help Mississippi women be aware of these changing occupational needs, the next section deals with employment opportunity projections through the year 1985.

OCCUPATIONAL NEEDS

Industry employment in Mississippi is projected to increase from almost 871,000 in 1975 to nearly 1,050,000 by 1985. This means about 18,000 workers will be added each year for a 2.1 percent annual growth rate. Over this ten-year span covered by this study, 179,000 new job openings will be created due to industry expansion. Also, an estimated 288,000 additional workers will be needed to replace those who retire, die, or leave the labor market permanently for other reasons. This would make a total of more than 466,000 available openings during the 1975-1985 period.

White-collar jobs will account for about 42 percent of the total openings; blue-collar occupations - 38 percent; service workers - 14 percent; and farm workers - 5 percent. For every 10 new jobs created by industry expansions there will be 16 openings due to replacement needs. Analysis shows "Operatives" will require the largest number of workers from 1975 to 1985 - about 87,500. "Clerical and Kindred Workers" are next at 67,400, followed by "Craft and Kindred Workers" - 66,700; "Service Workers" - 65,600; "Professional, Technical, and Kindred Workers" - 53,900; "Managers and Administrators, except Farm" - 50,000; "Farmers and Farm Workers" - 25,400; "Sales Workers" - 25,300; and "Nonfarm Laborers" - 24,400.

An examination of occupational needs reveals some interesting facts. Only 26,800, less than six percent of the 466,300 estimated openings, will require a college degree. Of this number, 14,100 will be teachers, 3,600 will be in the medical field and 3,300 will be in engineering. Around 27,100 more openings will not specifically require college work, though it would be helpful. Included would be such occupations as drafters, clergy, editors, reporters, and photographers. This leaves around 412,400,

TABLE H

EMPLOYMENT IN MISSISSIPPI BY MAJOR OCCUPATIONAL GROUP

1975 AND PROJECTED TO 1985

	EMPLOYMENT				CHANGE	
	1975		1985		1975 - 1985	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	870,900	100.0	1,049,600	100.0	178,700	20.5
White-Collar Workers	338,400	38.9	418,400	39.9	80,100	23.7
Professional, Technical, and Kindred Workers	98,200	11.3	120,300	11.5	22,100	22.5
Managers and Administrators, except Farm.	88,900	10.2	107,100	10.2	18,300	20.5
Sales Workers	45,900	5.3	53,900	5.1	7,900	17.3
Clerical and Kindred Workers	105,400	12.1	137,100	13.1	31,800	30.2
Blue-Collar Workers	359,000	41.2	447,400	42.6	88,300	24.6
Craft and Kindred Workers	124,200	14.3	160,500	15.3	36,200	29.2
Operatives	179,400	20.6	224,100	21.4	44,700	24.9
Laborers, except Farm	55,400	6.4	62,800	6.0	7,400	13.3
Service Workers	106,900	12.3	121,700	11.6	14,800	13.8
Farmers and Farm Workers	66,600	7.6	62,100	5.9	-4,400	-6.7

TABLE I

EMPLOYMENT NEEDS IN MISSISSIPPI BY MAJOR OCCUPATIONAL GROUP 1975 - 1985

BY SIZE OF NEED

	EMPLOYMENT		EMPLOYMENT NEEDS 1975 - 1985		
	Estimated 1975	Projected 1985	Total	Expansions	Replacements
TOTAL	870,900	1,049,600	466,300	178,700	287,600
Operatives	179,400	224,100	87,500	44,700	42,800
Clerical and Kindred Workers	105,400	137,100	67,400	31,800	35,600
Craft and Kindred Workers	124,200	160,500	66,700	36,200	30,500
Service Workers	106,900	121,700	65,600	14,800	50,800
Professional, Technical, and Kindred Workers	98,200	120,300	53,900	22,100	31,800
Managers and Administrators, except Farm.	88,900	107,100	50,000	18,300	31,700
Farmers and Farm Workers	66,600	62,100	25,400	-4,400	29,800
Sales Workers	45,900	53,900	25,300	7,900	17,400
Laborers, except Farm	55,400	62,800	24,400	7,400	17,000

or about 88 percent, of the required workers that can get by without going to college. Many occupations do not even require graduation from a high school, calling for vocational or on-the-job training instead. Almost 15 percent of total openings will be found in three occupational categories not elsewhere classified (n. e. c.): secretaries, n. e. c.; managers and administrators, n. e. c.; and sales workers and sales clerks, n. e. c.

A brief analysis of the needs of each major occupational group, from 1975 to 1985, together with the education and/or experience requirements follows:

PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS

In 1975 there was an estimated 98,200 professional, technical, and kindred workers, making up 11.3 percent of total employment in the State. The projected figure for 1985 is 120,300 - 11.5 percent of the total. This group ranked fifth in size in 1975 and will hold the same position in 1985.

The fifth largest in terms of needs over the ten-year span, this occupational group will require approximately 53,900 workers - 11.6 percent of the total openings. This requirement will consist of 22,100 openings due to expansions and 31,800 because of replacements. As a single identifiable occupation, the elementary teaching profession will take the largest number - 7,600.

Although most jobs in professional and related fields require a bachelor's degree, some demand one or more advanced degrees; others require only two years training in a junior college, technical institute,

or specialized school. Still other professional jobs emphasize skill or creative talent rather than academic training. For occupations of this type, on-the-job training ranging from several months to a few years is sufficient. When a professional or related job requires a license or certificate, the candidate generally must complete a recognized training program and pass a State Board examination.

Employment 1975	98,200
Projected 1985 employment	120,300
Percent growth 1975-1985	22.5
Annual openings 1975-1985	5,390
Expansions	2,210
Replacements	3,180

MANAGERS AND ADMINISTRATORS, EXCEPT FARM

In 1975 approximately 88,900 workers - 10.2 percent of the total - were employed in this group. The projected figure for 1985 is 107,100 with the percentage remaining the same. This group ranked sixth in size in 1975 and will retain the same position in 1985.

Sixth in needs, an estimated 50,000 jobs - 10.7 percent of the total - will be available from 1975 to 1985. This includes 18,300 expansions and 31,700 replacements. There is no single identifiable occupation requiring a large number of workers. The catch-all occupational category "managers and administrators, n.e.c." will take 29,700 of the projected needs.

Employers increasingly require beginning managers to have a college degree. A bachelor's degree in business administration with a major in accounting, economics, or finance is desired by some employers. Other firms seek applicants having technical training in engineering, science, or mathematics. Still others train liberal arts graduates on

the job. Advancement to high-level management jobs often occurs after several years of progressively more responsible work experience.

Employment 1975	88,880
Projected 1985 employment	107,130
Percent growth 1975-1985	20.5
Annual openings 1975-1985	5,000
Expansions	1,830
Replacements	3,170

SALES WORKERS

Employment of 45,900 in 1975 is projected to 53,900 by 1985. This group accounts for about the same percent of the total employment - 5.3 in 1975 and 5.1 in 1985, and will remain ninth in size.

Future needs of 25,300 rank eighth - 5.4 percent of total openings for the ten-year period. For every 10 expansions jobs, there will be 22 replacements. The catch-all occupational category "sales workers and sales clerks, n.e.c." will require 19,700 of the openings.

The minimum educational requirements for sales careers vary widely. Some sales positions require no formal education; others specify a college degree in a technical or scientific field. Even for routine sales jobs, however, a high school diploma is an asset for the beginner. Training for some sales jobs, such as those in retail stores, is usually received on the job. Some persons combine on-the-job training with home study or courses offered by manufacturers or local universities.

Employment 1975	45,910
Projected 1985 employment	53,850
Percent growth 1975-1985	17.3
Annual openings 1975-1985	2,530
Expansions	790
Replacements	1,740

CLERICAL AND KINDRED WORKERS

Employment will rise from 105,400 in 1975 - 12.1 percent of the total - to an estimated 137,100 - 13.1 percent - in 1985. It will move from fourth to third in size.

Second in needs, approximately 67,400 workers, or 14.5 percent of the total, will be required during the ten-year span - 31,800 due to expansions and 35,600 for repalcements. There will be a need for approximately 18,800 "secretaries, n.e.c.", making it the largest single occupational need in this occupational group.

All but the most routine clerical positions require graduation from high school. Most employers regard instruction in business subjects as a particularly good qualification. The instruction may be obtained in high school or special schools, or in cooperative work-study programs.

Employment 1975	105,360
Projected 1985 employment	137,140
Percent growth 1975-1985	30.2
Annual openings 1975-1985	6,740
Expansions	3,180
Replacements	3,560

CRAFT AND KINDRED WORKERS

With an estimated 124,200 employees in 1975, this group accounted for 14.3 percent of the total. The 1985 projection is 160,500 - 15.3 percent of the total. It will remain second in size of employment.

Placing third in needs, about 66,700 or 14.3 percent of the total job openings should be in this group. Most of them will require skilled workers. Expansions will exceed replacements by a ratio of about

12 to 10. As a single identifiable occupation that will have the most job openings during the period, carpenters and apprentices is in first place with a projected need of 9,800. Also, openings will be available for about 10,000 blue-collar worker supervisors, n.e.c.

A large portion of skilled workers learn their trades informally on the job; others acquire the necessary skills from apprenticeship or other formal training. Most training authorities recommend a formal apprenticeship program lasting from two to six years as the best way to learn a skilled trade. In addition, many companies provide on-the-job training and related classroom instruction. Some young persons move from one semiskilled job to another, progressing from relatively simple jobs to more difficult ones over a period of years and gradually acquiring the expertise demanded of a skilled worker. Others learn a skilled trade in vocational, trade, or technical schools. Also, Armed Forces training helps to qualify, with additional experience, for skilled jobs in civilian life.

Employment 1975	124,230
Projected 1985 employment	160,460
Percent growth 1975-1985	29.2
Annual openings 1975-1985	6,670
Expansions	3,620
Replacements	3,050

OPERATIVES

Employment-wise, this group was the largest in size in 1975 with an estimated 179,400 - 20.6 percent of the workers. The projection for 1985 indicates that it will remain the largest with 224,100 - 21.4 percent of the employed.

The future needs for this occupational group are also the greatest, accounting for 18.8 percent of the overall requirements. Expansions will account for approximately the same number of jobs as replacements. Sewers and stitchers, as a single identifiable occupation in this group, has the most projected openings during the ten-year period - 15,000.

These workers ordinarily receive only brief on-the-job training. The simplest repetitive and routine semiskilled jobs can be learned in a day and mastered in a week. Even those jobs that require a higher degree of skill can be learned in a few months. The ability to learn new jobs quickly, however, is an important qualification for semiskilled workers.

Employment 1975	179,370
Projected 1985 employment	224,100
Percent growth 1975-1985	24.9
Annual openings 1975-1985	8,750
Expansions	4,470
Replacements	4,280

SERVICE WORKERS

The 1975 employment in this group was an estimated 106,900 - 12.3 percent of the total. The projection for 1985 is 121,700 employed - 11.6 percent of the total. Third in size of employment in 1975, "service workers" will drop to fourth in 1985.

In terms of needs, this group will place fourth with 65,600 persons required - 14.1 percent of total openings for the period 1975-1985. Expansions will account for 14,800 of the openings and replacements for 50,800. The single identifiable occupation that will provide the largest number of jobs is nursing aides, orderlies, and attendants, where approximately 8,000 persons will be required to fill the openings expected.

Training requirements differ greatly among the various service occupations. Although a high school diploma is always an advantage, some service jobs usually do not require any formal education. Some specify a college degree, and still others demand special training.

Employment 1975	106,940
Projected 1985 employment	121,690
Percent growth 1975-1985	13.8
Annual openings 1975-1985	6,560
Expansions	1,480
Replacements	5,080

LABORERS, EXCEPT FARM

Non-farm laborers accounted for 6.4 percent - 55,400 - of the total employed in 1975. Projected employment for 1985 - 62,800 - will be 6.0 percent of the total. This group will change from eighth in size of employment in 1975 to seventh in 1985.

In terms of needs, non-farm laborers will place last with a projection of 24,400 openings during the period - 5.2 percent of total requirements. Replacements will exceed expansions by a ratio of about twenty-three to ten. The single identifiable occupation in this group that will have the most openings during this ten-year span is construction laborers, except carpenter's helpers. The projection shows 5,700 openings will occur.

Much of the work that non-farm laborers perform involves tasks that require little special training. Brief instruction and a few hours of on-the-job training usually are sufficient preparation for a job as a non-farm laborer.

Employment 1975	55,410
Projected 1985 employment	62,790
Percent growth 1975-1985	13.3
Annual openings 1975-1985	2,440
Expansions	740
Replacements	1,700

FARMERS AND FARM WORKERS

This group provided employment for an estimated 66,600 persons in 1975 - 7.6 percent of the total. Projected employment for 1985 shows a decrease to 62,100 - 5.9 percent of the total. In size of employment it was in seventh place in 1975 shifting to eighth position in 1985.

Needing 5.4 percent of the total and ranked seventh in needs, there will be an estimated 25,400 openings on the farm from 1975 to 1985 with all of the requirements due to replacements. Projections for the period show a net loss in expansion needs of 4,400 with 29,800 replacements.

Most of the jobs in "farmers and farm workers" are in the unskilled category but as mechanization increases more workers will require higher skills.

Employment 1975	66,560
Projected 1985 employment	62,130
Percent growth 1975-1985	-6.7
Annual openings 1975-1985	2,540
Expansions	-440
Replacements	2,980

SEARCHING FOR EMPLOYMENT

Looking for a job can be a frustrating experience for an unemployed person, especially if the job seeker is a new entrant into the labor force (as many women are) and doesn't know where to begin. The same applies to those laid off or terminated from a job, particularly if the job was held for a long while. It is important not to put things off. Begin the search for employment as soon as possible. The search should be an organized venture, starting with a short, well written resume if a professional or administrative position is being sought. On non-professional or nontechnical job searches it is still a good idea to write out your personal data, experience, and training and take it with you. This will enable you to fill out job applications and answer other questions more rapidly and accurately.

Investigate all sources for job opportunities. Friends and business acquaintances can be of tremendous help in locating possible job openings. Newspaper ads are another useful tool for the unemployed woman looking for work. The ads usually specify the manner in which they should be answered. If they don't, a short, well written letter outlining your qualifications is an excellent way to respond. Employment agencies, both public and private, are also aware of job opportunities. Private agencies generally charge a fee for their services. The Mississippi State Employment Service operates Job Service offices throughout the State. These offices handle hundreds of jobs daily and charge no fee to either job seekers or employers.

An employment interview is required for the vast majority of jobs. The interview is probably the single most important step in landing a job.

Listed below are some suggestions to help any interview go smoothly.

1. Know yourself--your qualifications and interests.
2. Learn something about the firm. You may be considered more valuable by a prospective employer if you show knowledge of his or her business.
3. Check your personal appearance carefully.
4. Be punctual. Arrive a little early if possible.
5. Be alert, but stay relaxed.
6. Answer questions in a friendly, positive manner.
7. Take your resume with you if you have one.
8. Be honest. Don't oversell or undersell yourself.

The Mississippi State Employment Service has established a Professional Resource Office (PRO) to aid job seekers in the professional, technical, managerial, and sales fields. It serves as a clearinghouse for resumes, a valuable link between employers and potential employees. In addition, PRO provides information which might be of use in the preparation of the resume. Local Employment Service offices can provide further details.

WOMEN'S EMPLOYMENT RIGHTS

The Civil Rights Act of 1964 created the Equal Employment Opportunity Commission to establish the Guidelines on Discrimination Because of Sex. These regulations apply not only to employers but to labor organizations and employment agencies as well. Basically, employment opportunities are not to be denied unnecessarily because of sex. Only when it is deemed necessary for the purpose of authenticity or genuineness does the Commission consider sex to be a bona fide occupational qualification, as for an actor or actress.

Listed below are examples of situations considered to be in violation of Equal Employment Regulations:

1. The refusal to hire a woman because of her sex, based on assumptions of the comparative employment characteristics of women in general. For example, the assumption that the turnover rate among women is higher than among men.
2. The refusal to hire an individual based on stereotyped characterizations of the sexes.
3. The refusal to hire an individual because of preferences of the employer, customers, or co-workers.
4. Laws prohibiting or limiting female employment because they fail to consider the capacities, preferences, and abilities of individuals.
5. Different benefits based on sex which may adversely affect employment opportunities for women.
6. Employment policies or practices which exclude from

employment, applicants or employees because of pregnancy.

7. Any rule which forbids or restricts employment of married women and which is not applicable to married men.
8. Classification of jobs as "male" or "female", or maintenance of separate lines of progression or seniority based on sex when this would adversely affect employment. (Except where sex is a bona fide occupational qualification.)

Many companies and governmental bodies have developed Affirmative Action Programs to achieve Equal Employment objectives. While implementation of the affirmative action plans may vary considerably, the objectives are generally two-fold: to expand both the quantity and the quality of employment opportunities for minority group members and for women.

One of the major problems confronting women is the continued earnings gap between male and female workers. Bureau of Census data for 1976 show males as having a mean annual income more than one and a half times higher than the mean for females. The Equal Pay Act, originally enacted in 1963 by Congress, covers most private and public employees subject to the Fair Labor Standards Act, including executive, administrative, professional and outside sales employees who are otherwise exempt from its minimum wage and overtime provisions. In 1974, coverage was extended to large numbers of employees, including most Federal, State and local government employees, with the exception of military personnel. Also included under the 1974 amendments were employees of certain small chain stores, telegraph agency employees and employees of large motion picture theaters.

The purpose of the Equal Pay Act is to prohibit pay discrimination because of sex. Men and women performing work in the same establishment under similar conditions must receive the same pay if their jobs require substantially equal skill, equal effort, and equal responsibility. "Equal" does not mean "identical", but jobs to be compared must involve the same primary job function.

Equal skill involves such factors as education, training, experience, and ability. Skill applies to the performance requirements of the jobs under consideration and not to the skills which employees may possess, but which are not needed to perform the job. Equal effort is the measurement of the physical or mental exertion needed for the performance of a job. Intermittent extra physical exertion does not make a job unequal and warrant extra pay. Naturally, if substantial differences exist in the amount or degree of effort required for the jobs, the equal pay standard would not apply even though the jobs were equal in all other respects. If jobs are otherwise equal, a minor or insignificant difference in the degree of responsibility does not make the job unequal. For example, the equal pay standard would apply to both men and women tellers in a bank even if there were a variation in the types of accounts handled by each employee.

The Equal Pay Act is of benefit to both male and female workers since it provides that there be equal pay for equal work regardless of sex. Increased efficiency, higher work morale, and reduced turnover have been characteristic outcomes. The legislation has also provided for optimum utilization of one of the nation's most valuable resources - womanpower. The law has helped to reduce welfare costs by encouraging

low income female heads of household to remain employed. The Act has also helped to maintain an adequate standard of living for female workers and their families by improving purchasing power.

WOMEN AND UNEMPLOYMENT

Even with good planning, an intelligent career choice, and a successful job search, employment problems may not be ended for all time. The economic condition of our state and nation are in a constant state of flux. Adverse economic conditions may result in cutbacks in employment. Many women are caught in layoffs due to a lack of seniority. Many are ill informed about what to expect should they become unemployed. By gaining answers to certain questions before a layoff occurs, you can be better prepared to cope with unemployment. For example: Are you eligible to file for unemployment compensation? Do you know where to file for compensation? Will you receive any severance pay or unused vacation pay? Are you likely to be recalled to your job when conditions improve? The vast majority of employers would be more than happy to answer these and other questions.

CONCLUSION

It is sincerely hoped that information presented in this publication will be of value to the women of Mississippi in evaluating their individual relationships to the world of work. Any comments, questions, or suggestions regarding the material contained within should be directed to the Mississippi Employment Security Commission, Research and Statistics Department, P.O. Box 1699, Jackson, Mississippi, 39205. Telephone inquiries should be directed to Area Code 601-354-8711, Extension 239 or 258. Requests for additional copies may be made either by mail or by telephone.